

5004 - POLICE DIVISION MAJOR

NATURE OF WORK

This is highly responsible administrative and complex protective service work planning, organizing, staffing, directing, and controlling the daily operations of the Patrol Division, the Criminal Investigations Division or the Administration Bureau Services Division and Technical Services Division of the City's Police Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Directs, supervises, and coordinates the activities of the division(s) assigned.

Coordinates divisional activities with other Division Majors, other City Departments, and outside agencies.

Prepares reports and directives to advise subordinates or superiors of division's operations.

Assesses personnel training needs; assists in planning, organizing and implementing training programs to achieve maximum personnel effectiveness and to enhance subordinates' career development.

Recommends, in the interest of the City, the hiring, promotion, suspension, termination, re-assignment or discipline of personnel; participates in the adjustment of grievances and in the evaluation of performance of division personnel; acts in a confidential capacity.

Reviews administrative policies and procedures and implements within division.

Serves as liaison with public and civic boards representing the Police Department.

Assists Chief of Police in developing division portion of departmental operating budget.

Maintains and improves knowledge, skills and abilities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of modern police administration.

Thorough knowledge of departmental rules and regulations, City ordinances and operations, and applicable State laws and statutes.

Thorough knowledge of modern methods and practices of crime prevention, criminal investigation and identification, and police assignment.

Considerable knowledge of the use of police records and their application to the solution of police problems.

Considerable skill in the use and care of firearms and other related police equipment.

Demonstrated ability to command the respect of officers and to plan, organize, assign, direct and supervise their work.

Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

Ability to express ideas clearly and concisely, both verbally and in writing, to individuals and groups.

Ability to analyze police operations and functions and develop plans for increased effectiveness and efficiency.

Ability to establish and maintain effective working relationships with departmental officials, City officials, other City employees officials of other agencies, professional groups and the general public.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in law enforcement, public administration or related areas and extensive experience and progressively responsible nature in police service. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have physical capability to pass police physical agility entrance tests. Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time; to bend, accessing attics, crawl spaces, and other recesses of buildings; operate motor vehicle for long periods of time; to subdue persons resisting arrest; to move a disabled or combative individual. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment.

SUPERVISION RECEIVED

Work is reviewed by the Assistant Chief of Police and or Police Chief through conferences, reports, observations and success in achieving established goals. Employees in this classification exercise considerable independent judgment in carrying out their responsibilities.

SUPERVISION EXERCISED

Directs, supervises and is held accountable for the activities of personnel within assigned Division or Bureau.

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